

# Information Booklet

Higher Level Teaching Assistant



# A warm welcome from the Mast Academy Trust

Thank you for considering applying for this post within The Mast Academy Trust.

We genuinely believe that any of the schools within our Trust are wonderful places to work and develop your career.

We are a community of schools where relationships are positive, respectful and friendly. We consist of Birdsedge First School, Shelley First School, Kirkburton Middle School, Scissett Middle School and Scholes Junior and Infant School. We are an incredibly busy community of schools with lots going on all year round.

We are fortunate in having exceptional staff teams in all our schools who enthusiastically provide an engaging curriculum and a wealth of extra-curricular activities and experiences for our pupils to enjoy. Our schools, and the Trust, are supported by our dedicated and committed teams of Trustees and Governors.

As a community, we all work hard to ensure that pupils get the very best learning experience which supports them to achieve the very best outcomes.

We have a well-established passion for collaboration; working in partnership throughout the Trust and with a range of other alliances and as part of the Shelley pyramid of schools.

We would hope that what you read in the information pack and your wider research about the Trust and schools will encourage you to apply.



CEO – The Mast Academy Trust

# About the Trust

The MAST Academy Trust was established in December 2016 to build upon strong, existing partnerships around the pupils and families in our locality through academy status. The Trust currently comprises of five schools across the 4-13 years age range. We are a collaborative Trust, with all leaders supporting the development of MAST within the context of an Executive Leadership Team. Working strategically together, within our Pyramid of schools and with other services, we aim to transform provision and outcomes for pupils and their families.

*We want to support everyone to be the change they wish to see in the world. We understand that this is not about grand gestures, it's about helping individuals. Through a constant drive to enrich and develop our people, we can create a group of schools capable of achieving this goal. We remember this in everything we do, everything we say, every action we take, everything we promote. By keeping this focus, we aim to be an influential contributor to the world of education and an example to others.*

Our vision for our pupils, staff and schools at the Mast Academy Trust is not defined by a statement but a set of key principles; principles that when united reveals our overarching vision. As individual schools and a Trust:

- We celebrate **individuality**
- We **collaborate** for the good of our children and staff
- We **inspire** our children, and our employees to **achieve** their ambitions
- We all **learn** from our experiences
- We ensure a **safe** and **caring** environment for everyone

We commit to:

- Put the **children** at the heart
- Value all our **people** and respect their well-being
- Serve the **community** around us
- **Respect** different opinions and then unite together
- Be willing to **challenge** and accept challenge
- **Support** all areas within the MAST Academy Trust
- Adhere to the Nolan Principles

**The Mast Academy Trust**

c/o Scissett Middle School, Wakefield Road, Scissett, Huddersfield, HD8 9JX  
[www.themast.co.uk](http://www.themast.co.uk) | 01484 865444

# Joining the Trust

## Career Progression

The Trust is committed to developing all staff within their roles and creating opportunities for further career progression.

## Pension

Every employee of the trust and the schools part of The Mast Academy Trust has access to the Teacher's Pension Scheme or the Local Government Pension Scheme.

## Health and Wellbeing

As an employer we are committed to promoting and protecting the physical and mental health of all our staff. All employees in the Trust have access to a mental health and wellbeing service provided by Group Buy Scheme. The service provides counselling, medical and wellbeing support.

## Supportive Colleagues

Wherever you work within the Trust, in our school teams or collaborative teams, in a teaching or support role, there are leaders and colleagues there to offer support and guidance throughout your career at the Mast Academy Trust.

Our new colleagues receive a comprehensive induction; all our colleagues receive ongoing Continual Professional Development provided by the Trust or from external providers.

One benefit of being part of a trust is you can learn and share knowledge and experiences with colleagues from the other schools within the Trust.

## Equality

The Mast Academy Trust's aim is to attract people from diverse backgrounds to build on our inclusive culture and represent the communities we serve. We welcome applications from everyone regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

We are committed to inclusivity and will consider requests for flexible working including part time and job share arrangements, where the role allows. We are committed to promoting and protecting the physical and mental health of all our staff.

We adopt a 'name blind' approach to shortlisting. Recruiting managers will not have access to personal information, including your name and contact details, until a shortlisting decision has been made.

# Higher Level Teaching Assistant

## For Scissett Middle School

Organisation	Scissett Middle School
Job Scale	Grade 9 Actual Salary £28375.84
Hours	35 hours per week term time plus 5 Inset days
Type	Permanent
Job share	Applications can be considered
Location	The primary place of work shall be Scissett Middle School but you may be required to work at any school within the Trust.
Responsible to	SENDCo

**The Mast Academy Trust and its members, trustees, governors, executive leaders and Headteachers are committed to safeguarding, promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place; it expects all staff and volunteers to share the commitment.**

**Appointments will be subject to an Enhanced DBS check.**



## Overview

Schools are providers of education, and extended learning services, all of which benefit pupils, parents and the local community. Scissett Middle School is part of The Mast Academy trust who is a diverse employer that encourages the development of its staff who in turn deliver quality services to pupils and parents whose expectations are constantly rising both in terms of better services and access to them. Employees feel that they are contributing to the local community and making a difference to people's lives whilst working in a dynamic, fair and flexible environment.

This job is part of our Education Support job family which plays a key role in supporting schools to deliver high quality services.

In your role you will be part of a team within the school. You will support the delivery of an effective education and curriculum function in line with schools policies and procedures.

## Basic Job Purpose

- To make an effective contribution to the management and learning of individual, small group and class groups of pupils/students, in relation to your designated/specialist area.
- To complement the professional work of teachers by taking responsibilities for agreed learning activities under an agreed system of supervision.
- To plan from the teachers framework and to implement a range of purposeful learning activities.
- To support the teacher in monitoring and evaluating pupils'/students' progress and achievements using a range of assessments as agreed.

### **The key areas for the role are:**

1. Teaching and Learning Provision
2. Pupils/Student Support and Supervision
3. Leadership, Development and Supervision of Staff.
4. Curriculum activities
5. Further duties and General

### **The successful applicant will:**

- Be flexible and caring.
- Have excellent interpersonal skills.
- Be committed to contributing as part of a successful team.
- Be passionate about enabling every child to fulfil their potential.

## Main Responsibilities – Higher Level Teaching Assistant

### Teaching and Learning Provision

- To assist and collaborate with teacher in the short term planning and implementation of a specific curriculum area or areas as designated and to record and monitor pupils/students learning.
- To ensure that progress is clearly recorded in the relevant systems and relates to the learning objectives for the pupils/students designated.
- Working in collaboration with the teacher to supervise activities and the general management and control of pupils/students in the school.
- Working within the framework set by the teacher promote pupils/students learning in a range of classroom settings, including working with individuals, small groups and whole classes, where the assigned teacher is not present.
- To be responsible for planning your role and specified activities to reinforce the teacher's lesson aims and objectives, providing feedback to pupils/students and colleagues on learning and behaviour.
- To be responsible for ensuring relevant equipment and materials are suitable for the designated learning activities.
- To contribute effectively to the research selection and preparation of teaching resources that meet the diversity of pupils needs and interests.
- To use ICT effectively to support learning activities and develop pupils/students' competence in its use.
- To collaborate with the teacher in the planning of opportunities for pupils to learn in out-of-school contexts, in accordance with school policies and procedures e.g. after school clubs, school trips.
- To participate in relevant training and development/performance management to improve own practice, through observation, reflection, evaluation and discussion with colleagues, as required from time to time by the Head Teacher.

### Pupils/Student Support and Supervision

- Working within the framework set by the teacher to undertake the delivery of a specific curriculum/aspect to one-one, small group, class of pupils using a range of strategies to establish a purposeful learning environment and to promote good behaviour as per school policies.
- To promote the support and inclusion of all pupils in the learning activities in which they are involved and communicate effectively to support their learning and maintain high expectations of all pupils/students to achieve.
- To collaborate with the teacher in monitoring and evaluating pupils/students responses to the learning tasks and modify approaches accordingly.
- To monitor and evaluate pupils/students participation and progress through a range of assessment activities and provide constructive support and feedback to pupils/students as they learn and report back to the teacher as specified.
- To contribute to the maintaining and analysing of pupils'/students' records of progress as specified within the teachers framework.
- To organise and manage safely the learning activities, the physical teacher space and resources within the designated area of responsibility.

## **Leadership, Development and Supervision of Staff**

- In conjunction with the Class Teacher and/or Head Teacher to assist, as required, in the co-ordination of a team of Teaching Assistants and/or helpers and for ensuring they receive training necessary to undertake duties in accordance with the teaching strategies and procedures of the school.
- To be involved in the 'induction' of new/fixed term Educational Teaching Assistants with particular reference to school policy and ethos, behaviour management strategies and learning strategies and learning strategies used by particular teachers.
- To provide guidance and appropriate leadership to staff relating to specified learning, programmes and performance management, referring complex issues and matters of discipline etc to the Head of Department/Class Teacher/Head Teacher as required.
- To consult and attend meetings with the Head of Department/Class Teacher/Head Teacher regarding pupil/student and staffing arrangements as required.

## **Curriculum Activities**

- To maintain stock of resources, ordering new replacements as agreed with colleagues, to support the work across the team in its delivery of service.
- To contribute in the presentation of pupils' work and maintenance of display areas.
- To assist with the preparation and tidying of the classroom and upkeep of resources.
- To attend and contribute to duty related meetings as required. To participate and contribute to team meetings as designed by Head Teacher.
- Develop effective working relationships with a wide range of external agencies, as appropriate to support the progress of individual pupils.

## **Further Duties**

- To carry out additional tasks deemed reasonable by the Head Teacher
- To undertake performance management and to contribute to the programme as required / agreed.
- To undertake and commit to your continued professional development

## **General**

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show a commitment to ensuring that children and young people learn in safe environment.
- Participate in relevant and appropriate training and development as required.
- Carry out your duties with due regard to current and future school / Trust policies, procedures and relevant legislation. These will be drawn to your attention as part of your induction and ongoing performance development and through school communications
- Promote and actively support the Trust's responsibilities towards safeguarding.



## Person Specification – Higher Level Teaching Assistant

<b>E</b>	Essential	<b>A</b>	Application Form
<b>D</b>	Desirable	<b>T</b>	Test/Exercise
		<b>I</b>	Interview
		<b>R</b>	References

### Qualifications & Experience

<b>E</b>	5 or more GCSEs at grade C or above, including English and Maths (or equivalent)	<b>A</b>
<b>E</b>	NVQ 3 FOR Teaching Assistants or equivalent qualifications (eg Level 3 Diploma in Supporting Teaching and Learning in Schools)	<b>A</b>
<b>E</b>	Relevant professional development	<b>A</b>
<b>E</b>	Training in relevant learning strategies	<b>AI</b>
<b>E</b>	Recent experience as a Teaching Assistant in an educational environment.	<b>AIR</b>
<b>E</b>	Experience of working with children / young people	<b>AI</b>
<b>E</b>	Experience of implementing and managing strategies for behaviour management	<b>AI</b>
<b>E</b>	Experience of working with pupils on a 1:1 basis, supporting pupils with special educational, additional or behaviour needs	<b>AI</b>
<b>E</b>	Experience of monitoring/evaluating progress	<b>AI</b>
<b>D</b>	First Aid Qualification	<b>A</b>
<b>D</b>	Experience of assisting Class Teacher in delivering the curriculum	<b>AI</b>

### Knowledge & Understanding

<b>E</b>	Knowledge of the National Curriculum applicable to the school and other basic learning programmes/strategies	<b>AI</b>
<b>E</b>	Full working knowledge of relevant policies/codes of practise/legislation.	<b>AI</b>
<b>E</b>	Understanding of child development and learning	<b>AI</b>
<b>D</b>	Understanding and commitment to the Trust's Equality and Diversity Policy and how it relates to the duties of the job	<b>AI</b>
<b>E</b>	Knowledge of Keeping Children Safe in Education and how this relates to the duties of the job	<b>AI</b>
<b>D</b>	Understanding of the basic principles of Customer Care	<b>I</b>

### Skills & abilities

<b>E</b>	Effective use of ICT to support learning	<b>AI</b>
<b>E</b>	Ability to work on own initiative and contribute to the effective working of a team	<b>AI</b>
<b>E</b>	Ability to communicate effectively with pupils and staff members	<b>AI</b>
<b>E</b>	Be able to prioritise and produce accurate work, working to tight deadlines	<b>AI</b>
<b>E</b>	Ability to supervise/manage a team including task allocation and performance management	<b>AI</b>
<b>E</b>	Ability to work with and relate to children including those exhibiting behavioural difficulties	<b>AI</b>
<b>D</b>	Ability to evaluate learning needs and actively seek learning opportunities	<b>AI</b>

### Personal Qualities

<b>E</b>	An excellent record of attendance and punctuality	<b>R</b>
<b>E</b>	Adaptability to changing circumstances/new ideas	<b>I</b>
<b>E</b>	Ability to inspire confidence in staff, students, parents and others	<b>I</b>
<b>E</b>	A commitment to inclusive education	<b>I</b>
<b>E</b>	Reliability, integrity and stamina	<b>IR</b>
<b>D</b>	Determination to succeed and the highest possible expectations of self and others	<b>I</b>
<b>D</b>	Resilience and perspective	<b>I</b>

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school.

# Application Details

Thank you for taking the time to read this pack.

## **Applying for the role of Higher Level Teaching Assistant**

If you wish to apply for the post of Higher Level Teaching Assistant, then please complete the application forms found on <https://www.themast.co.uk/job-vacancies>

Application is via the Trust's online application form only, separate submissions or supporting documentation will not be accepted; all information should be provided within the relevant sections of the application form. You have the option to save and edit your application prior to submission **ONCE** you have populated each section. As the application form is hosted on Microsoft Forms, you may wish to copy and paste any larger sections of text into the form.

The application form requires you to provide in addition to personal details, educational achievements and employment history clear and concise examples of how you meet the following areas:

- Relevant Experience
- Education and training attainments
- General and specialist knowledge
- Skills and Abilities
- Additional factors in continual professional development

If you require support to complete the application, please contact [recruitment@themast.co.uk](mailto:recruitment@themast.co.uk) or telephone 01484 598898 to speak to the HR department.

**The job code for this role is SMS-HLTA-0925**

If you would like an informal discussion with regards to the role prior to applying please contact Claire Turnbull, SENDCo.

## **Shortlisting**

As part of our safer recruitment process, references will be requested prior to interview. Only in exceptional circumstances will the school interview without references prior, where the candidate does not wish to notify their current employer; applicants must make this clear when submitting an application. Job offers will always be on condition of satisfactory references.

Online searches will be carried out for all shortlisted candidates therefore it is essential that your 'handles' are accurate to comply with these checks. The information will be treated as strictly confidential and shared with the recruitment panel to validate your suitability for the role that you have applied for. The scope includes relevant qualifications, whether a candidate poses a potential safeguarding risk or reputational damage for the school or trust. The information found may be explored at the interview stage. Data gathered will be recorded as appropriate and destroyed in line with the data protection policy.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered, prior to the date of the interview.

## **Equality Opportunity Monitoring**

The Mast Academy Trust wants to meet the aims and commitments set out in its equality policy and statement. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

**Dates**

The closing date for applications is at 11:00am on Friday 3 October 2025.

The interview date is expected to take place on Thursday 9 October 2025.

If we have not contacted, you by the beginning of Tuesday 7 October please assume that on this occasion your application has been unsuccessful.

The expected start date for the successful candidate would be 3 November 2025 or as soon as possible after that date.

**Please accept this as acknowledgement of the time and interest you have shown**

